

Retention and Classification Report

Agency: Duchesne County (Utah). County Sheriff (1763)

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435-738-2015

Records Officer Cynthia Wardle

03956 Case files
03959 Jail bookings
03960 *Juvenile case files

AGENCY: Duchesne County (Utah). County Sheriff

SERIES: 3956

3

TITLE: Case files

DATES: 1978-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These case files are created as a result of a felony complaint or investigation by the sheriff's department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets and arrest reports. They include homicide cases.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 2.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Duchesne County (Utah). County Sheriff

SERIES: 3956

TITLE: Case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Protected

AGENCY: Duchesne County (Utah). County Sheriff

SERIES: 3959

3

TITLE: Jail bookings

DATES: 1986-

ARRANGEMENT: Numerical by jail booking number

DESCRIPTION:

These are records of prisoners confined in the county jail. They include the prisoner's name, alias, sheriff's office number, booking number, offense, address, arresting officer's name, date committed, term of sentence, and discharge date.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 16, Item 32.

AUTHORIZED: 05/14/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Duchesne County (Utah). County Sheriff

SERIES: 3960

3

TITLE: Juvenile case files

DATES: ca. 1980-1989.

ARRANGEMENT: Numerical by case file

DESCRIPTION:

These case files are created as a result of a juvenile complaint or investigation by the sheriff's department. They are the central case files for juvenile cases handled by the agency. These files may include the investigations, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain until subject turns 28 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center until subject turns 28 years old and then destroy.

Microfilm duplicate: Retain in Office until subject turns 28 years of age and then destroy.

AGENCY: Duchesne County (Utah). County Sheriff

SERIES: 3960

TITLE: Juvenile case files

(continued)

PRIMARY CLASSIFICATION:

Exempt Rule 4-202.03(9), CJA